

ROUTING AND TR		ITAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)				9-30-86
1.	A/DDA	EXA/DDA	Initials	Date
2.				11 OCT 1986
3.	DDA			11 OCT 1986
4.	MS/DA		03 OCT 1986	10 OCT 1986
5.	DDA Reg.			
Action	File	Note and Return		
Approval	For Clearance	Per Conversation		
As Requested	For Correction	Prepare Reply		
Circulate	For Your Information	See Me		
Comment	Investigate	Signature		
Coordination	Justify			

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
AD/DCI	
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

* U.S.G.P.O.: 1983-421-529/320

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ADMINISTRATIVE--INTERNAL USE ONLY

30 September 1986

MEMORANDUM FOR: Director, Intelligence Community Staff
General Counsel

FROM:

Executive Director

SUBJECT: Joint Use of Room 7E03 Headquarters

1. By executive direction it is necessary to provide office space near the DCI Suite for the A/DDO/N and his staff. This requirement will cause the relocation of DCI Directorate employees within Headquarters and requires better utilization of room 7E03 Headquarters.

2. Effective 6 October 1986, the DCI Administrative Staff will be responsible for scheduling room 7E03 Headquarters for general use by the Intelligence Community Staff and the Office of General Counsel. The attorney who provides legal counsel to staff employees in Headquarters will also use this space on Tuesday and Thursday mornings.

3. For scheduling room 7E03 Headquarters please contact

on

Distribution:

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